

## **IMPORTANT POINTS** RE: OPEN/SWITCH ENROLLMENT FOR NEW BENEFIT PLAN YEAR STARTING 1/1/15

- Enrollment is **OPTIONAL** – only if an employee wants to change/drop/add benefit coverage(s)
- Benefits that are open for this Fall 2014 Open/Switch Enrollment are:
  - ✓ Medical/Pharmacy
  - ✓ Dental
  - ✓ Vision
  - ✓ Disability (LPB employees please check with LPB employer for availability)
  - ✓ Flexible Spending Accounts (FSA) – requires re-enrollment each year (LPB employees please check with LPB employer for availability)
  - ✓ NOTE:
    - no life insurance activity is available during this enrollment period
    - If employees have waived POP, they must re-submit POP waivers to keep *post*-tax deductions
- STATE employees who currently have NM Health Investment Plan (NMHIP) medical coverage must choose another medical plan during this enrollment period. NMHIP will **no longer be offered** starting January 1, 2015
- Open/Switch Enrollment Period
  - Informational Webinars/Meetings occur during the month of October
  - **STATE** EMPLOYEES: Enrollment begins November 10<sup>th</sup> and ends November 26<sup>th</sup>, 2014
  - **LPBs**: Enrollment begins October 1<sup>st</sup> and ends October 31<sup>st</sup>, 2014 [NMSU ends 10/27])
- Enrollment meetings are conducted by webinars (add'l very limited face-to-face meetings in Santa Fe [2] & Albuquerque [2] – see benefits website, [www.mybenefitsnm.com](http://www.mybenefitsnm.com), “2014 Open/Switch Enrollment” tab for schedules)
- The first live webinar is on 10/2/14 (one in am & one in pm). It will also be recorded and be available to view, after 10/4/14, at any time, day or night, for employees’ convenience. The link to the recorded webinar will be on the State’s *one-stop-shop* benefits website:  
[www.mybenefitsnm.com](http://www.mybenefitsnm.com)
- **State** employees: The easy on-line enrollment form will be available between 11/10-11/26 on [www.mybenefitsnm.com](http://www.mybenefitsnm.com). Changes/additions must be completed and electronically submitted to Erisa (submitted upon completion of online form) no later than 11/26. Proof of dependency for *new* dependents must be faxed to Erisa, 505-244-6009, on the same day as the online enrollment form is submitted. Coverage will not be added without proof of dependency
- **LPB** employees will continue to work with their HR Representatives for enrollment – changes/additions are due to LPB HR Reps no later than 10/31 (10/27 for NMSU)
- **State** employees: January 9, 2015 is when employees will first see payroll deductions for any new changes made (LPB employees: please check with LPB HR Reps)